



STATE OF MAINE  
MAINE REVENUE SERVICES  
PROPERTY TAX DIVISION  
PO Box 9106  
AUGUSTA, MAINE  
04332-9106

REBECCA M. WYKE  
COMMISSIONER OF  
ADMINISTRATIVE & FINANCIAL SERVICES

JEROME D. GERARD  
ACTING EXECUTIVE DIRECTOR

JOHN ELIAS BALDACCI  
GOVERNOR

November 2, 2004

Certification examinations will be held on **Tuesday, December 14, 2004** (Snow date December 28<sup>th</sup>) in the Washington/York Room, located on the second floor of the Augusta Civic Center (See directions on reverse side of this notice). In case of inclement weather, please stay tuned to the NBC affiliate in your part of the state for cancellation information. If you question whether the exam will take place, call (207) 287-1971.

There will be two examinations as follows:

1. **CERTIFIED MAINE ASSESSOR.** This is a 5 part examination, requiring the examinee to pass each part with a score of 70% or higher. Part 1 of the examination is passed out first and must be completed before receiving parts 2-5. Part 1 of the examination is of the open book/short essay variety covering Maine Property Tax Law and has a 3 ½ hour time limit. Parts 2-5 each contain 50 general information/problem solving multiple choice questions.
2. **CERTIFIED ASSESSMENT TECHNICIAN.** This 5 part examination is not as comprehensive or as technical as the CMA examination and requires the examinee to pass all five parts with an average of over 70%. Each part contains 50 general information/problem solving multiple choice questions.

The exam runs from 8:30 am to 4:30 pm with a 1 hour lunch break from 12:00 to 1:00. ALL NECESSARY REFERENCE MATERIALS WILL BE PROVIDED. Only pencils, rulers and silent portable calculators will be permitted in the testing room. Calculators should be battery-powered as the availability of electrical outlets cannot be guaranteed. LUNCH WILL NOT BE PROVIDED AND PEOPLE ARE DISCOURAGED FROM BRINGING ANY FOOD OR DRINK INTO THE BUILDING, but there are several restaurants in the immediate area, and REFRESHMENTS WILL BE AVAILABLE IN THE BACK OF THE ROOM.

Registration forms must be completed and submitted with the \$25.00 non-refundable exam fee no later than November 26, 2004. Seating is limited; therefore, applications will be accepted on a first-come, first-served basis.

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## REGISTRATION FORM

**Please detach this portion and return with the \$25.00 non-refundable exam fee.  
Make check or money order payable to: UNIVERSITY OF MAINE.**

RETURN REGISTRATION **NO LATER THAN NOVEMBER 26TH** TO: **Property Tax Division  
P.O. Box 9106, 14 Edison Drive  
Augusta, ME 04332  
Attn: Mary-Ann Campbell**

**TYPE OR PRINT CLEARLY**

Name: \_\_\_\_\_

TYPE OF EXAMINATION: CMA ☐ CAT ☐  
(Please check ☒ only one)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK)

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**NORTHBOUND:** If you are driving to Augusta on Interstate 95-North, take exit 113 (formerly exit 31A). At the end of the ramp, turn right. At first traffic signal, turn right at the big brown Augusta Civic Center sign.

**SOUTHBOUND:** If you are driving to Augusta on Interstate 95-South, take exit 113 (formerly exit 31). At the end of the ramp, turn left. At first traffic signal, turn right at the big brown Augusta Civic Center sign.